90-13/Super. Guide
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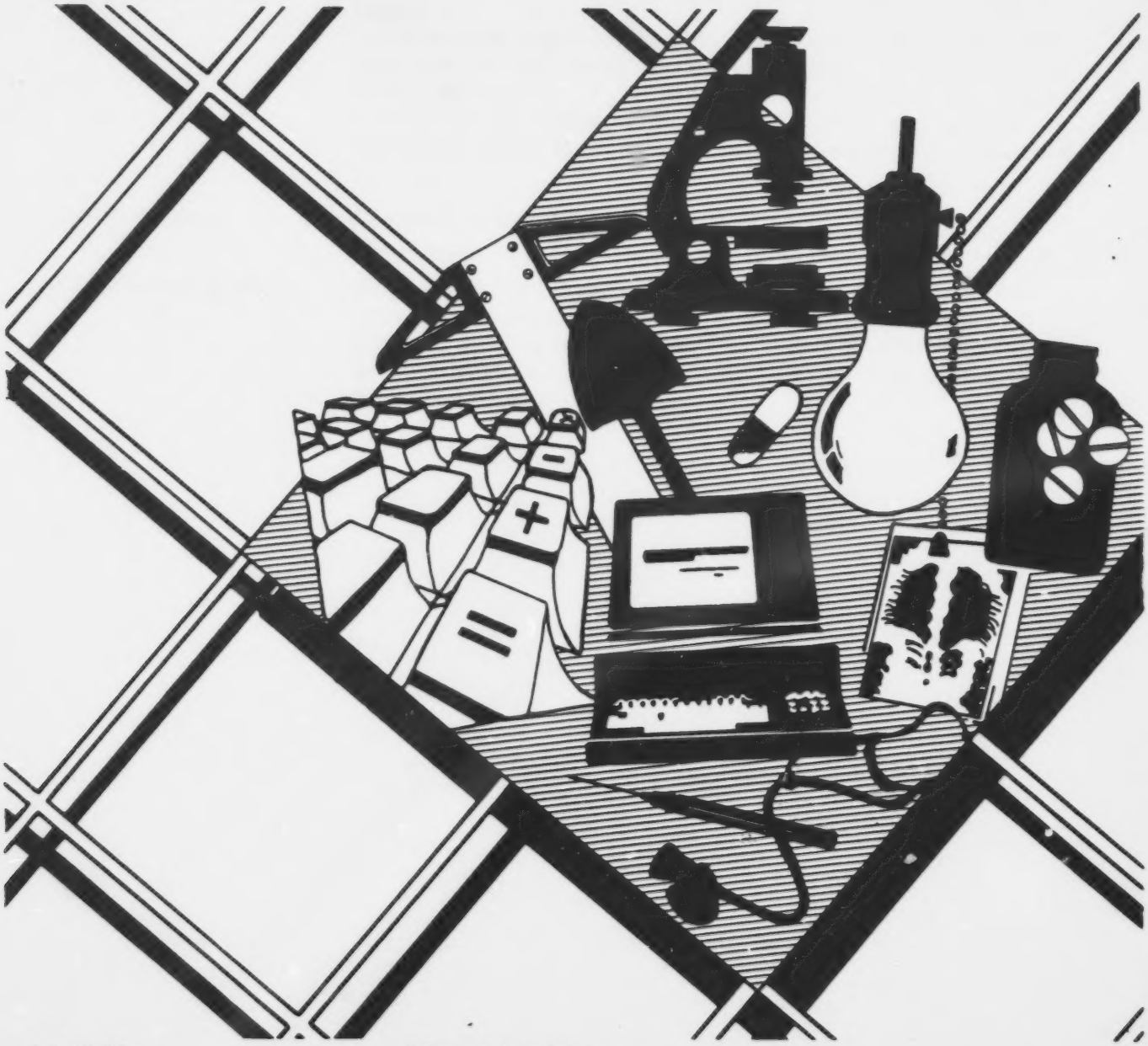
Veterans Administration

VA Small Purchase Procurement Procedures: Level A Purchasing from the Required Sources of Supply

Supervisor's Guide
Module I



July 1988
IB 90-13

Office of Acquisition
and Material Management
Washington DC 20420

VA 1.22:

READEX FICHE best copy available

Introduction

This **Supervisor's Guide** explains how you, the supervisor, are to present the training materials.Module I consists of:

- a videotape entitled **Introduction to VA Small Purchase Procedures**.
- a videotape entitled **Purchasing from the Required Sources of Supply**.
- a workbook entitled **Purchasing from the Required Sources of Supply**.

The module is designed to be self-instructional. This means that individual trainees should complete the module by themselves and at their own pace. It is your responsibility to allocate the time and location for the trainee to complete the module, and to make yourself available to the trainee should he/she require assistance.

Target Audience

All new Purchasing Agents.

Program Prerequisites

While related on-the-job experience would be desirable for the trainee, there are no formal prerequisites for this module. It is therefore suitable for use as an Orientation program for new employees, or as a refresher course for purchasing agents with some experience.

Intended Outcome

After completion of Module I the trainee will be familiar with their role as a Purchasing Agent and the procedures used in purchasing from the Required Sources of Supply.

Learning Objectives

Upon successful completion of Module I, the trainee will be able to:

- Describe the role of a VA purchasing agent;
- Identify the regulations that govern Small Purchase Procedures;
- Identify three VA purchase request forms;
- Describe the use of VA Forms 90-2237, 10-7142, 10-2529;
- Review a 2237, 7142 and 2529 for accuracy and completeness;
- Discuss FPI, the Committee for the Blind and Severely Handicapped and VA Decentralized Contracts as Required Sources of Supply;
- Discuss the exceptions to ordering from any of the Required Sources of Supply;
- Use Federal Supply Schedules;
- Discuss Optional Use Federal Supply Schedules;
- Discuss exceptions to using the schedules;
- Correctly complete a written order on VA Form 2138;
- Order from the Required Sources of Supply;
- Place an oral order from a Required Source of Supply;
- Distribute all copies of the purchase order correctly; and
- Identify the elements that are part of a Purchase Order File.

Training Materials

The training materials consist of:

- **Videotape** entitled **Introduction to VA Small Purchase Procedures.** The purpose of this videotape is to introduce the trainee to the concepts of Small Purchase Procurement. To avoid distraction and to achieve the best results, the trainee should view this videotape and the subsequent videotapes alone.
- **Supervisor's Guide,** the document you are now reading. The Supervisor's Guide contains a Pretest and Post-test for Module I.
  - **Pretest**

    The pretest is designed to test the trainee's knowledge of the subject. It should be given to all individuals regardless of their stated or assumed knowledge. If the participant scores 90% or better, they need not participate in the training. For those who score less than 90%, completion of the training material is required. The pretest must be duplicated for each participant; after duplication, return the original to the Guide.

  - **Post-test**

    The post-test uses the same questions as the pretest. Criterion for successful performance on the post-test is a score of at least 90%. If the trainee fails to accomplish the required test score, he/she should correct the deficiencies by reviewing the related subject areas of the workbook. When the participants achieve 90% on the post-test for Module I, they are ready for hands-on experience. It is your responsibility to observe the trainees on the job and when they satisfactorily perform the duties relating to Purchasing from the Required Sources of Supply, you may provide them with the training materials of Module II. After completion of the post-test for Module I,the learner should be told the scores obtained in both the pre and post-test. The results should be maintained as confidential information and must be forwarded to **Training Officer (91B) Office of Acquisition and Materiel Management VACO, 810 Vermont Ave. NW, Washington, DC 20420,** using the attached form, (duplicate locally.)

Training Materials

- **Videotape,** entitled **Purchasing from the Required Sources of Supply.**The purpose of the videotape is to introduce the learner to the Required Sources of Supply
- **Module I workbook,** of the same title. This workbook contains four chapters which present the concepts and procedures dealing with entry level **VA Small Purchase Procurement from the Required Sources of Supply.** After each chapter the trainee should complete all of the Practice Exercises. The workbook should be retained by the learner for reference, and may be marked up, highlighted, or notated as the trainee deems appropriate.

Equipment and Facility Requirements

The equipment required includes a u-matic videocassette player and a color TV monitor. The environment should be quiet, comfortable and with adequate ventilation.

Presenting the Materials

The steps you should use to present these training materials are:

- Have the participant view the videotape entitled **Introduction to VA Small Purchase Procedures.**
- Administer the pretest for Module I.
- Evaluate the pretest.
- If evaluation merits continuation of training, have the participant view the videotape entitled **Purchasing from the Required Sources of Supply.**
- After viewing the videotape present the learner with Module I workbook.
- Upon completion of Module I workbook administer the post-test.
- Evaluate the post-test.
- Send the pre and post-test results for Module I to **Training Officer (91B), Office of Acquisition and Materiel Management, VACO, 810 Vermont Ave. NW, Washington, DC 20420.**

Enclosures

Module I Pretest (w/Answer Key)
Module I Post-test (w/Answer Key)
VA Form 3230, Reference Slip, for submission of test results.

Module I Pretest
Purchasing from the Required Sources of Supply

Section 1

You will need a pencil or pen to complete these questions. The first section consists of 10 multiple-choice questions. Each question is worth 6 points. For each question, choose the answer that best fits, then circle the letter in front of that answer. There is only one correct answer for each question. When you have completed this section, go on to Section 2.

1. You, as a P&C Purchasing Agent, are responsible for checking certain Required Sources of Supply to verify whether requested items are available from them. Which of the following is **NOT** a source you are responsible for checking?

   A. Federal Prison Industries
   B. Optional Use FSS
   C. VA Supply Depot Stock
   D. VA Decentralized Contracts

2. Before any purchase request is sent to P&C, who reviews it to ascertain whether the supplies or services are available through certain Required Sources?

   A. CALM
   B. IFCAP
   C. VAAR
   D. PPM

3. The station Director must approve and sign all 2237's for:

   A. controlled narcotics.
   B. rental equipment.
   C. excess property.
   D. prosthetic devices.

4. Which of the following VA forms never requires a justification?

   A. 2237
   B. 1409
   C. 7142
   D. 2529

Module I Pretest
Purchasing from the Required Sources of Supply

Section 1

5. Which Required Source of Supply is also known as UNICOR?

   A. Unified Catalogs of Supply
   B. Committee for the Blind and Severely Handicapped
   C. Federal Prison Industries
   D. VA Decentralized Contracts

6. Which of the following is **NOT** a valid reason to deviate from the Required Sources of Supply?

   A. The dollar amount of your order is either below the minimum or above the maximum dollar limits for the Required Source.
   B. Delivery is urgent and the Required Source cannot meet the delivery schedule.
   C. The receiving area for the purchase is outside the delivery area covered by the Source.
   D. Requested product or service is available locally through a veteran-owned small business.

7. Waiver requests are sent to the VA for Federal Supply Classifications 65 and 89. All other schedules' waiver requests go to:

   A. GSA.
   B. VAAR.
   C. FAR.
   D. CALM.

8. The two main award types of Federal Supply Schedules are:

   A. Single and Double Awards.
   B. Single and Indefinite Awards.
   C. Single and Multiple Awards.
   D. Multiple and Indefinite Awards.

Module I Pretest
Purchasing from the Required Sources of Supply

Section 1

9. Which copies of the 2138 purchase order are sent to the vendor?

   A. Copies 1 and 2
   B. Copies 3 and 4
   C. Copies 4 and 5
   D. Copies 5 and 6

10. If the Procurement List is not available at your facility, what form should you complete to order it?

   A. SF-30
   B. SF-457
   C. SF-1409
   D. SF-2138

Now proceed to Section 2 on the next page.

Module I Pretest
Purchasing from the Required Sources of Supply

This section consists of 5 **TRUE/FALSE** questions. Each question is worth 6 points. Circle the **T** if the statement is **TRUE**; circle the **F** if you think the statement is **FALSE.** When you have completed this section, go on to Section 3.

Section 2

T F 1. The VA Form 10-7142 card is used by the requester in lieu of the 2237 for non-recurring purchases.

T F 2. VA Decentralized Contracts are negotiated by the VA Marketing Center, Hines, IL.

T F 3. Optional Use Federal Supply Schedules often contain new items being tested for VA use.

T F 4. When ordering from the open market, you would check "Delivery Order" in block 10 of the 2138.

T F 5. One condition for placing a verbal order over the phone without issuing a 2138 is that the supplier is located in your trade area.

Module I Pretest
Purchasing from the Required Sources of Supply

In this section, you are to match the goods or services in the left column with the most probable Required Source in the right column. Write the letter of the right column Source in the space provided. Each question equals 1 point.

Section 3

Goods or Service	**Sources**
Office Furniture _____	**A.** FPI
Photographic equipment _____	**B.** FSS
Drug items _____	**C.** Both
Graphics (signs, calendars) _____	
Textiles _____	
Firefighting equipment _____	
Communications equipment _____	
Brushes _____	
Boats and motors _____	
Data processing services _____	

Comments/Suggestions _____

Module I Pretest
Purchasing from the Required Sources of Supply

Answer Key

Grade the pretest questions using this answer key. Remember the questions in Section 1 and 2 are worth 6 points each; each product or service in Section 3 is worth 1 point.

Next to each correct answer, you will see a number in parenthesis. This number tells you what page of the workbook contained that information.

If the trainee scored 90% or better, he/she should not complete the rest of Module I. If a score of less than 90% was achieved, the trainee should complete the module and take the post-test.

Section 1	Page Reference
1. C	(39)
2. D	(39)
3. B	(14)
4. D	(21)
5. C	(40)
6. D	(55)
7. A	(77)
8. C	(70)
9. A	(99)
10. B	(69)

Section 2	Page Reference
1. False	(17)
2. True	(54)
3. True	(78)
4. False	(95)
5. True	(100)

Module I Pretest
Purchasing from the Required Sources of Supply

Answer Key

Section 3

Office furniture, C
Photographic equipment, B
Drug items, B
Graphics, C
Textiles, A
Firefighting equipment, B
Communications equipment, C
Brushes, A
Boats and motors, B
Data processing services, A

Information for this section is contained on pages _____ and _____.

Module I Post-test
Purchasing from the Required Sources of Supply

You will need a pencil or pen to complete these questions. The first section consists of 10 multiple-choice questions. Each question is worth 6 points. For each question, choose the answer that best fits, then circle the letter in front of that answer. There is only one correct answer for each question. When you have completed this section, go on to Section 2.

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   D. 2529

Module I Post-test
Purchasing from the Required Sources of Supply

Section 1

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   A. Single and Double Awards.
   B. Single and Indefinite Awards.
   C. Single and Multiple Awards.
   D. Multiple and Indefinite Awards.

Module I Post-test
Purchasing from the Required Sources of Supply

Section 1

9. Which copies of the 2138 purchase order are sent to the vendor?

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   B. Copies 3 and 4
   C. Copies 4 and 5
   D. Copies 5 and 6

10. If the Procurement List is not available at your facility, what form should you complete to order it?

   A. SF-30
   B. SF-457
   C. SF-1409
   D. SF-2138

Now proceed to Section 2 on the next page.

Module I Post-test
Purchasing from the Required Sources of Supply

This section consists of 5 **TRUE/FALSE** questions. Each question is worth 6 points. Circle the **T** if the statement is **TRUE**; circle the **F** if you think the statement is **FALSE.** When you have completed this section, go on to Section 3.

Section 2

T F 1. The VA Form 10-7142 card is used by the requester in lieu of the 2237 for non-recurring purchases.

T F 2. VA Decentralized Contracts are negotiated by the VA Marketing Center, Hines, IL.

T F 3. Optional Use Federal Supply Schedules often contain new items being tested for VA use.

T F 4. When ordering from the open market, you would check "Delivery Order" in block 10 of the 2138.

T F 5. One condition for placing a verbal order over the phone without issuing a 2138 is that the supplier is located in your trade area.

Module I Post-test
Purchasing from the Required Sources of Supply

In this section, you are to match the goods or services in the left column with the most probable Required Source in the right column. Write the letter of the right column Source in the space provided. Each question equals 1 point.

Section 3

Goods or Service	Sources
Office Furniture _____	**A.** FPI
Photographic equipment _____	**B.** FSS
Drug items _____	**C.** Both
Graphics (signs, calendars) _____	
Textiles _____	
Firefighting equipment _____	
Communications equipment _____	
Brushes _____	
Boats and motors _____	
Data processing services _____	

Comments/Suggestions _____

_____

_____

Module I Post-test
Purchasing from the Required Sources of Supply

Answer Key

Grade the posttest questions using this answer key. Remember the questions in Section 1 and 2 are worth 6 points each; each product or service in Section 3 is worth 1 point.

Next to each correct answer, you will see a number in parenthesis. This number tells you what page of the workbook contained that information.

If the trainee scored 90% or better, he/she should go on to Module II. If a score of less than 90% was achieved, the trainee should review the problem areas in the Module I workbook.

Section 1	Page Reference
1. C	(39)
2. D	(39)
3. B	(14)
4. D	(21)
5. C	(40)
6. D	(55)
7. A	(77)
8. C	(70)
9. A	(99)
10. B	(69)

Section 2	Page Reference
1. False	(17)
2. True	(54)
3. True	(78)
4. False	(95)
5. True	(100)

Module I Post-test
Purchasing from the Required Sources of Supply

Answer Key

Section 3

Office furniture, C
Photographic equipment, B
Drug items, B
Graphics, C
Textiles, A
Firefighting equipment, B
Communications equipment, C
Brushes, A
Boats and motors, B
Data processing services, A

Information for this section is contained on pages 37 to 73.

Veterans Administration

REFERENCE SLIP

TO (Name or title—Mail routing symbol)	INITIALS—DATE
1. Training Officer (91B)	
2. Office of Acquisition and Materiel	
3. Management,VACO	
4. 810 Vermont Avenue, NW	
5. Washington, DC 20420	

REASON FOR REFERENCE

☐ AS REQUESTED ☐ FOR YOUR FILES ☐ NOTE AND RETURN
☐ COMMENTS ☐ INFORMATION ☐ PER CONVERSATION
☐ CONCURRENCE ☐ NECESSARY ACTION ☐ SIGNATURE

REMARKS

Subject: Pre and Post-test Results for P&C Module
VA Small Purchase Procurement Procedures
Purchasing from the Required Sources of Supply

VAMC, _____
Location

Yrs Experience in Position _____ Pretest Score _____ Post-test Score _____

How many hours did it take you to complete the training material?

Comments/Recommendations

Learner:

Supervisor:

FROM	DATE
Name of Supervisor Admin. Tests Title of Supervisor	TEL. EXT.

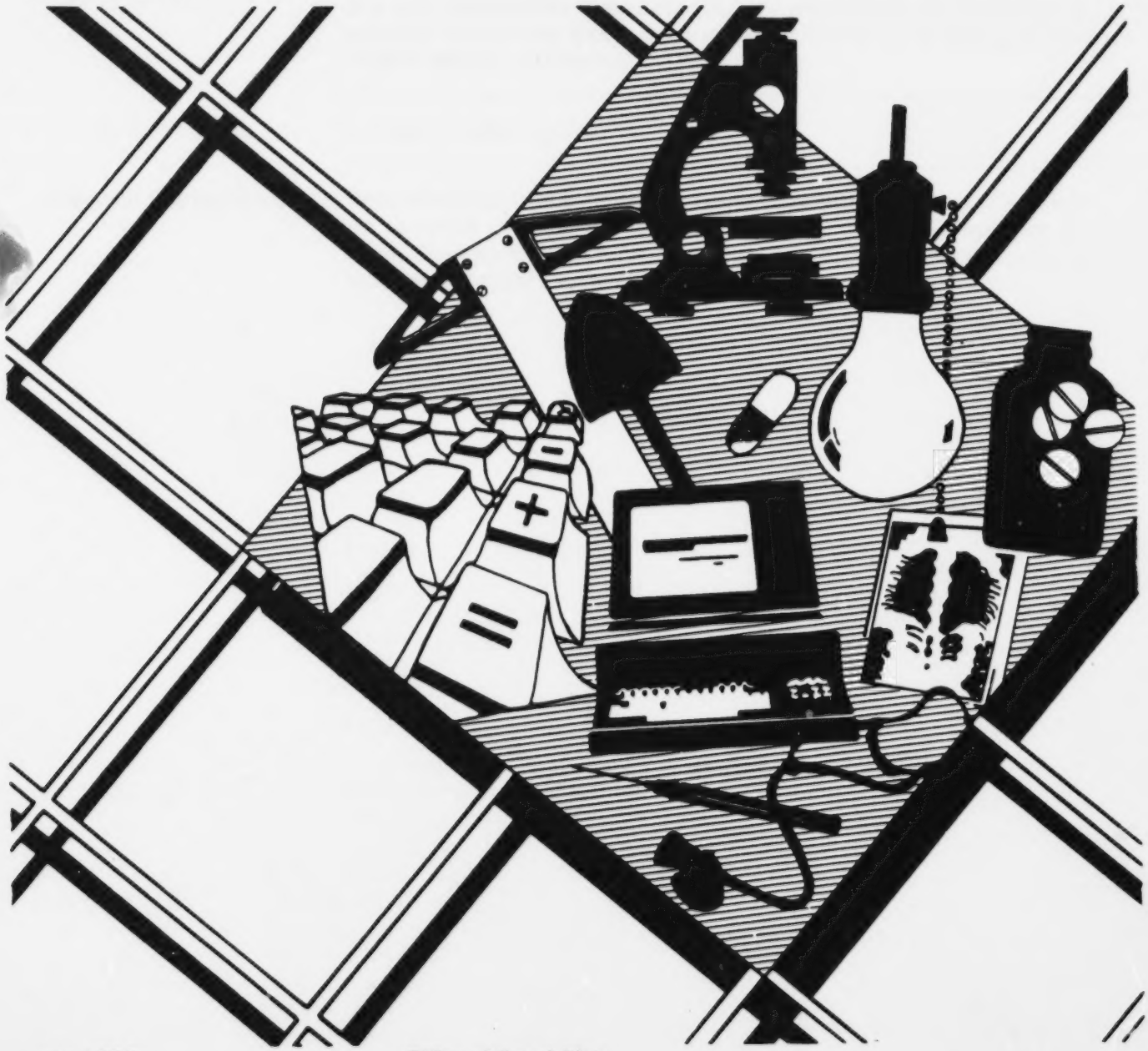
VA FORM MAY 1980 3230 EXISTING STOCKS OF VA FORM 3230 AUG 1978, WILL BE USED. ☆U.S. GPO: 1980—606-627

Veterans Administration

VA Small Purchase Procurement Procedures: Level A Purchasing from the Open Market

Supervisor's Guide

Module II



July 1988
IB 90-13

Office of Acquisition
and Materiel Management
Washington DC 20420

Introduction

This **Supervisor's Guide** explains how you, the supervisor, are to present the training materials. Module II consists of:

- a videotape entitled **Purchasing from the Open Market.**
- a workbook entitled **Purchasing from the Open Market.**

The module is designed to be self-instructional. This means that individual trainees should complete the module by themselves and at their own pace. It is your responsibility to allocate the time and location for the trainee to complete the module, and to make yourself available to the trainee should he/she require assistance.

Target Audience

All new Purchasing Agents.

Program Prerequisites

While related on-the-job experience would be desirable for the trainee, there are no formal prerequisites for this module. It is therefore suitable for use as an Orientation program for new employees, or as a refresher course or purchasing agents with some experience.

Intended Outcome

After completion of Module II the trainee will be familiar with the procedures used in Purchasing from the Open Market.

Learning Objectives

Upon successful completion of Module II, the trainee will be able to:

- Select small purchase methods;
- Determine the need for competition on a given purchase request;
- Determine whether to solicit quotations orally or in writing;
- Solicit quotations orally, using an Abstract, SF 1409;
- Solicit written quotations using an SF-18, 'Request for Quotation';
- Evaluate quotations;
- Prepare priced and unpriced purchase orders;
- Issue shipping instructions;
- Prepare and maintain register statistical reports;
- Perform follow-ups on undelivered orders;
- Determine the need to modify or cancel a given purchase order; and
- Prepare and process purchase order modifications and cancellations.

Training Materials

The training materials consist of:

- **Supervisor's Guide,** the document you are now reading. The Supervisor's Guide contains a Pretest and Post-test for Module II.
  - **Pretest**

    The pretest is designed to test the trainee's knowledge of the subject. It should be given to all individuals regardless of their stated or assumed knowledge. If the participant scores 90% or better, they need not participate in the training. For those who score less than 90%, completion of the training material is required. The pretest must be duplicated for each participant; after duplication, return the original to the Guide.

  - **Post-test**

    The post-test uses the same questions as the pretest. Criterion for successful performance on the post-test is a score of at least 90%. If the trainee fails to accomplish the required test score, he/she should correct the deficiencies by reviewing the related subject areas of the workbook. After completion of the post-test for Module II,the learner should be told the scores obtained in both the pre and post-test. The results should be maintained as confidential information and must be forwarded to **Training Officer (91B) Office of Acquisition and Materiel Management VACO, 810 Vermont Ave. NW, Washington, DC 20420,** using the attached form, (duplicate locally.)

- **Module II videotape,** entitled **Purchasing from the Open Market.**
- **Module II workbook,** of the same title. This workbook contains four chapters which present the concepts and procedures dealing with **VA Small Purchase Procurement from the Open Market** up to $2,500. This workbook is identical in its design, format and intent to the Module I workbook, and should be used the same way.

Equipment and Facility Requirements

The equipment required includes a u-matic videocassette player and a color TV monitor. The environment should be quiet, comfortable and with adequate ventilation.

Presenting the Materials

The steps you should use to present these training materials are:

- Administer the pretest for Module II.
- Evaluate the Module II pretest.
- If evaluation merits continuation of training, present the trainee with the Module II videotape entitled **Purchasing from the Open Market**
- After viewing the videotape, present the learner with the Module II workbook.
- Upon completion of the Module II workbook, administer the post-test for Module II to the trainee.
- Evaluate the post-test.
- Send the pre and post-test results for Module I to **Training Officer (91B), Office of Acquisition and Materiel Management, VACO, 810 Vermont Ave. NW, Washington, DC 20420.**

Enclosures

Module II Pretest (w/Answer Key)
Module II Post-test (w/Answer Key)
VA Form 3230, Reference Slip, for submission of test results.

Module II Pretest
Purchasing from the Open Market

You will need a pencil or pen to complete these questions. The first section consists of 10 multiple-choice questions. Each question is worth 5 points. For each question, choose the answer that best fits, then circle the letter in front of that answer. There is only one correct answer for each question. When you have completed this section, go on to Section 2.

Section 1

1. The documented reason justifying a sole source procurement is called a(n):
   - **A.** open market justification.
   - **B.** blanket purchase agreement.
   - **C.** sole source investigation.
   - **D.** justification for other than full and open competition.

2. Factors to consider when deciding whether to obtain an oral or written quote are:
   - **A.** number of items, warranty availability and technical specifications.
   - **B.** number of items, product description and FOB point.
   - **C.** product description, number of items and location of vendor.
   - **D.** product description, FOB point and paperwork backlog.

3. How many copies of an RFQ should be sent to each vendor?
   - **A.** 1
   - **B.** 2
   - **C.** 3
   - **D.** None of the above

4. Purchase Order numbers are obtained from the:
   - **A.** Chief of P&C.
   - **B.** Abstract form.
   - **C.** vendor.
   - **D.** P.O. register.

Module II Pretest
Purchasing from the Open Market

Section 1

5. The P.O. register provides the basis for a consolidated monthly report to the:

   A. V.A. Marketing Center.
   B. General Services Administration.
   C. Federal Procurement Data System.
   D. Centralized Accounting Local Management.

6. At what dollar amount will a commercial freight bill be converted to a Government Bill of Lading?

   A. $50
   B. $100
   C. $200
   D. $500

7. Who decides whether damaged goods are acceptable or not?

   A. warehouse personnel
   B. the Purchasing Agent
   C. Chief of P&C
   D. the initiator

8. How long do you have to file a claim on damaged goods?

   A. 5 days
   B. 10 days
   C. 15 days
   D. 1 month

Module II Pretest
Purchasing from the Open Market

Section 1

9. How would you correct an error in the paying office's address on a purchase order already sent to a vendor?

   A. Use an SF-30 showing the address change.
   B. Write a letter, citing PO #, date and stating the correct address.
   C. Give the vendor the correct information over the phone.
   D. None of the above.

10. Copies of an SF-30 should always be sent to at least the vendor and the:

   A. initiator.
   B. warehouse.
   C. fiscal
   D. all of the above

Now proceed to Section 2 on the next page.

Module II Pretest
Purchasing from the Open Market

This section consists of 10 **TRUE/FALSE** questions. Each question is worth 5 points. Circle the **T** if the statement is **TRUE**; circle the **F** if you think the statement is **FALSE.** When you have completed this section, notify your supervisor.

Section 2

T F **1.** Blanket Purchase Agreements may be established with Required Source vendors as well as Open Market vendors.

T F **2.** If the estimated cost of goods or services is under $1,000, you are not required to obtain competitive bids.

T F **3.** Emergency repairs costing $485.00 may be paid for using imprest funds.

T F **4.** When stamped "VERBAL ORDER", the Abstract form may be used instead of a written purchase order.

T F **5.** It is not necessary to provide a vendor with stock numbers or catalog numbers when requesting an oral quote.

T F **6.** Labor Surplus Area Set-Asides help the government fulfill certain socioeconomic policies.

T F **7.** Appropriation and accounting symbols for the 2138 are taken directly from the P.O. register.

T F **8.** Unpriced purchase orders should contain either a "Not To Exceed" ceiling price clause or a "No Charge" clause in the price section.

T F **9.** Delivery of any controlled substances that arrived damaged must be refused by warehouse personnel.

T F **10.** MP-2 and FAR Part 49 are excellent references for cancellation and modification of orders.

Module II Pretest
Purchasing from the Open Market

Answer Key

Grade the pretest questions using this answer key. Remember the questions in both Section 1 and 2 are worth 5 points each.

Next to each correct answer, you will see a number in parentheses. This number tells you what page of the workbook contains that information.

If the trainee scored 90% or better, he/she should not complete the rest of Module II. If a score of less than 90% was achieved, the trainee should complete the module and take the posttest.

Section 1	Page Reference
1. D	(14)
2. C	(25)
3. B	(32)
4. D	(52)
5. C	(58)
6. B	(56)
7. D	(77)
8. C	(78)
9. A	(82)
10. D	(87)

Section 2	Page Reference
1. True	(13)
2. True	(16)
3. True	(17)
4. False	(27, 52)
5. False	(27)
6. True	(32)
7. False	(54)
8. True	(55)
9. False	(76)
10. True	(82)

Module II Post-test
Purchasing from the Open Market

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Module II Post-test
Purchasing from the Open Market

Section 1

5. The P.O. register provides the basis for a consolidated monthly report to the:

   A. V.A. Marketing Center.
   B. General Services Administration.
   C. Federal Procurement Data System.
   D. Centralized Accounting Local Management.

6. At what dollar amount will a commercial freight bill be converted to a Government Bill of Lading?

   A. $50
   B. $100
   C. $200
   D. $500

7. Who decides whether damaged goods are acceptable or not?

   A. warehouse personnel
   B. the Purchasing Agent
   C. Chief of P&C
   D. the initiator

8. How long do you have to file a claim on damaged goods?

   A. 5 days
   B. 10 days
   C. 15 days
   D. 1 month

Module II Post-test
Purchasing from the Open Market

Section 1

9. How would you correct an error in the paying office's address on a purchase order already sent to a vendor?

   A. Use an SF-30 showing the address change
   B. Write a letter, citing PO #, date and stating the correct address
   C. Give the vendor the correct information over the phone
   D. None of the above

10. Copies of an SF-30 should always be sent to at least the vendor and the:

   A. initiator.
   B. warehouse.
   C. fiscal
   D. all of the above

Now proceed to Section 2 on the next page.

Module II Post-test
Purchasing from the Open Market

This section consists of 10 **TRUE/FALSE** questions. Each question is worth 5 points. Circle the **T** if the statement is **TRUE**; circle the **F** if you think the statement is **FALSE.** When you have completed this section, notify your supervisor.

Section 2

T F 1. Blanket Purchase Agreements may be established with Required Source vendors as well as open market vendors.

T F 2. If the estimated cost of goods or services is under $1,000, you are not required to obtain competitive bids.

T F 3. Emergency repairs costing $485.00 may be paid for using imprest funds.

T F 4. When stamped "VERBAL ORDER", the Abstract form may be used instead of a written purchase order.

T F 5. It is not necessary to provide a vendor with stock numbers or catalog numbers when requesting an oral quote.

T F 6. Labor Surplus Area Set-Asides help the government fulfill certain socioeconomic policies.

T F 7. Appropriation and accounting symbols for the 2138 are taken directly from the P.O. register.

T F 8. Unpriced purchase orders should contain either a "Not To Exceed" ceiling price clause or a "No Charge" clause in the price section.

T F 9. Delivery of any controlled substances that arrived damaged must be refused by warehouse personnel.

T F 10. MP-2 and FAR Part 49 are excellent references for cancellation and modification of orders.

Module II Post-test
Purchasing from the Open Market

Answer Key

Grade the post-test questions using this answer key. Remember the questions in both Section 1 and 2 are worth 5 points each.

Next to each correct answer, you will see a number in parentheses. This number tells you what page of the workbook contains that information.

If the trainee scored 90% or better, he/she has completed Module II. If a score of less than 90% was achieved, the trainee should review problem areas in the Module II workbook.

Section 1	Page Reference
1. D	(14)
2. C	(25)
3. B	(32)
4. D	(52)
5. C	(58)
6. B	(56)
7. D	(77)
8. C	(78)
9. A	(82)
10. D	(87)

Section 2	Page Reference
1. True	(13)
2. True	(16)
3. True	(17)
4. False	(27, 52)
5. False	(27)
6. True	(32)
7. False	(54)
8. True	(55)
9. False	(76)
10. True	(82)

Veterans Administration

REFERENCE SLIP

TO (Name or title—Mail routing symbol)	INITIALS—DATE
1 Training Officer (91B)	
2 Office of Acquisition and Materiel	
3 Management,VACO	
4 810 Vermont Avenue, NW	
5 Washington, DC 20420	

REASON FOR REFERENCE

☐ AS REQUESTED ☐ FOR YOUR FILE ☐ NOTE AND RETURN
☐ COMMENTS ☐ INFORMATION ☐ RECOMMENDATION
☐ CONCURRENCE ☐ NECESSARY ACTION ☐ SIGNATURE

REMARKS

Subject: Pre and Post-test Results for P&C Module
VA Small Purchase Procurement Procedures
Purchasing from the Open Market

VAMC, _____
Location

Yrs Experience in Position _____ Pretest Score _____ Post-test Score _____

How many hours did it take you to complete the training material?

Comments/Recommendations

Learner:

Supervisor:

FROM	DA
Name of Supervisor Admin. Tests Title of Supervisor	TEL. EXT

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